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**Transportation**

**VEHICLE ACCIDENT AND ABUSE PROGRAM**

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This instruction outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis at the unit level and under the direct control of the unit commander.

**1. General:**

1.1. This instruction is applicable to all persons operating Government Owned Vehicle/Equipment (GOV/E) assigned to Dover Air Force Base loaded in the On-Line Interactive Vehicle Management System (OLVIMS).

**2. Policy:**

2.1. The owning organization, or the organization responsible for the damage (i.e., responsible organization), if not the owner, will reimburse the 436th Transportation Squadron, Vehicle Maintenance Flight (436 TRANS/LGTM) for all vehicle part and/or contract repair costs to repair accident and abuse-related damage. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement.

2.2. Reimbursement to 436 TRANS/LGTM is accomplished by transferring funds from the owning or responsible organization's O&M account to a 436 TRANS/LGTM O&M account. In all cases, payment or reimbursement to 436 TRANS/LGTM will be made regardless of determination of pecuniary liability or reimbursement made by the individual to the government. In addition, if a responsible organization cannot pay or make reimbursement, the owning organization will assume the responsibility for reimbursement. For organizations with funding from the Transportation Working Capital Fund (TWCF), reimbursements are automatically made by TWCF through OLVIMS, so no transfer of funds or GPC payments are required from the organization.

2.3. The vehicle maintenance manager/vehicle maintenance superintendent or designated representative will determine vehicle damage caused by accident/abuse or incident. The vehicle maintenance manager or superintendent will notify the owning organization's vehicle control officer/noncommissioned officer (VCO/VCNCO) of the vehicle damage and cause.

2.4. If a GOV/E is involved in an accident with a privately owned vehicle (POV) and the POV is the liable party, vehicle maintenance control and analysis will coordinate with 436 AW/JA to obtain reimbursement from the liable POV operator, and will provide requested assistance in the investigation of the accident and an estimate of repair costs. If the operator of the POV is uninsured, vehicle maintenance will repair the GOV/E at no cost to the owning/using organization and 436 AW/JA will pursue reimbursement from that individual.

2.5. If the operator of a GOV/E is the negligent party in an accident with a POV, that individual's organization is responsible for reimbursement of repair costs for the GOV/E. The negligent party's commander will determine whether a report of survey is appropriate. The 436 AW/JA will resolve the POV liability issue.

2.6. If the operator of a GOV/E is the negligent party in an accident with another GOV/E, that individual's organization is responsible for reimbursement of repair costs for all GOV/Es damaged in the accident. The negligent party's commander will determine whether a report of survey is appropriate.

### 3. Procedures:

#### 3.1. 436 TRANS/LGTM will:

3.1.1. Notify the transportation commander and the owning/responsible organization's commander and VCO/VCNCO by letter ([Attachment 3](#)), accompanied by a copy of the repair estimate work order and digital photographs.

3.1.2. Repair vehicle upon receipt of Letter of Release/Acceptance of Financial Responsibility ([Attachment 4](#)) from owning/responsible organization.

3.1.3. Perform vehicle repairs by the most economical means.

3.1.4. Maintain accident/abuse case files for at least one year to track quantity and repair cost data.

3.1.5. Provide AF Form 20, **Repair Cost and Repairable Value Statement**, when requested by the owning/using organization.

3.1.6. Track and provide the reimbursable costs to the 436th Comptroller Squadron, Accounting and Finance Flight (436 CPTS/FMF), monthly.

3.1.7. Provide an annual end of fiscal year report that identifies, by organization, the total number and cost of accidents and instances of abuse to the 436 AW/CC and all group and squadron commanders NLT 1 November each year.

#### 3.2. Owning/Responsible organization will:

3.2.1. Reimburse 436 TRANS/LGTM for all vehicle part and/or contract repair costs of vehicles damaged by personnel assigned to their organization.

- 3.2.2. Ensure a viable vehicle accident prevention program is part of the organization's safety program. **Attachment 5** provides safe driving guidelines for an effective vehicle accident prevention program.
- 3.2.3. Investigate all damage not attributable to fair wear and tear IAW AFMAN 23-220.
- 3.2.4. Report all vehicle damage to 436 TRANS/LGTM within 24 hours.
- 3.2.5. Initiate report of survey as required in accordance with AFI 23-220.
- 3.2.6. Forward a copy of the Letter of Release/Acceptance of Financial Responsibility when vehicle is no longer needed for investigation (within 5 days).
- 3.3. 436 CPTS/FMF will:
  - 3.3.1. Transfer O&M funds from the appropriate owning/responsible organization's account into 436 TRANS O&M account: RC/CC: 234242 EEIC: 61960 (This number will change annually, suggest using something else) when notified by 436 TRANS/LGTM.
- 3.4. 436 AW/JA will:
  - 3.4.1. Investigate the accident or abuse and assert a G-claim against the liable party (only when the accident involves a POV). The 436 AW/JA will also encourage the liable POV operator to permit his or her insurance carrier to choose a repair firm and pay for fixing the damage, and will ensure that the repairs are acceptable to the accountable property officer. If the POV operator is uninsured or chooses not to involve his or her insurance company in the matter, 436 AW/JA will ensure that the liable party makes satisfactory payment.
- 3.5. 436 LG/CC will:
  - 3.5.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority. If an organization commander thinks the GOV/E accident/abuse case is not justified, then written justification must be forwarded to the 436 LGT/CC. If the 436 LGT/CC agrees, the case will be dropped. If the 436 LGT/CC does not agree, the case will be forwarded to 436 LG/CC for final decision.

SCOTT E. WUESTHOFF, Colonel, USAF  
Commander

## Attachment 1

### GLOSSARY OR REFERENCES AND SUPPORTING INFORMATION

#### *Terms*

**Fair Wear and Tear**—The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

**Vehicle Accident**—Any incident where a GOV/E strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure or animal where action by any vehicle operator involved could have prevented the outcome.

**Vehicle Incident**—Any situation where a GOV/E sustains damage where the actions of any vehicle operator involved could not have prevented the outcome (i.e., act of nature).

**Vehicle Abuse**—An act or omission that results in damage caused by neglect or willful acts of improper operation or care that cannot be attributable to fair wear and tear. When accident repairs are required as a result of collision, in some instances, damage can be categorized as vehicle abuse or incident. Usually, damage not attributable to fair wear and tear or accidents is characterized abuse. Some examples of vehicle abuse are listed in [Attachment 2](#).

**Owning Organization**—An organization is the owning organization of all vehicles and equipment that are assigned to that organization by the 436th Transportation Squadron at the time of the accident, incident, or abuse.

**Responsible Organization**—An organization is the responsible organization when vehicle accident or abuse damage is caused by personnel assigned to the organization. The responsible organization may not necessarily be the owning organization. For example, an organization using vehicles owned by another organization is responsible for accident or abuse damage caused by personnel assigned to the unit.

**Attachment 2****EXAMPLES OF VEHICLE ABUSE**

**A2.1.** Vehicle abuse reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A2.1.3. Operating vehicle with applied/dragging parking brakes.
- A2.1.4. Improper distribution of or failure to secure loads properly in cargo area of vehicle or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle for other than its intended or designed purpose (e.g., 6K forklift used to transport a 10,000 lb. pallet).
- A2.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.1.7. Unauthorized wiring, marking, modification of or added special equipment in or on vehicles.
- A2.1.8. Operating a vehicle with tires that are under inflated, over inflated, or otherwise not in accordance with the manufacturer's recommendations.
- A2.1.9. Vehicle being operated by an unqualified/untrained operator.
- A2.1.10. Tire wear beyond recappable limits (i.e., cord exposed).
- A2.1.11. Intentional destruction/disfigurement of vehicle interior/exterior.
- A2.1.12. Operation of a vehicle/equipment in a manner contrary to published Department of Defense, Air Force Occupational Safety and Health, Occupational Safety and Health Administration, Air Force Regulations/Instructions/Manuals/Technical Orders or Delaware law concerning vehicle safety.
- A2.1.13. Failure to retract or protect hydraulic cylinder rams from pitting/corroding when not being used.
- A2.1.14. Servicing the fuel tank, hydraulic and other fluid reservoirs with incorrect fluid.
- A2.1.15. Damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy conditions.

**A2.2.** Other situations where vehicle abuse action may be initiated:

- A2.2.1. Failure to report malfunctions/defects or damage to vehicle maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs may be authorized by the Vehicle Maintenance Manager or Vehicle Maintenance Superintendent.
- A2.2.2. Failure to bring a vehicle/equipment to vehicle maintenance for scheduled preventive maintenance before an overdue condition exists.
- A2.2.3. Corrosion or oxidation caused by insufficient waxing or operator care.

## Attachment 3

## SAMPLE ACCIDENT/ABUSE NOTIFICATION LETTER

Date

MEMORANDUM FOR OWNING OR RESPONSIBLE ORGANIZATION/CC/VCO/VCNCO

FROM: 436 TRANS/LGTM

SUBJECT: Vehicle Accident Case #02-42

Sir or Ma'am,

1. Vehicle registration # **90C00263, DODGE BOBTAIL** assigned to your unit was turned in to vehicle maintenance with the following damage: **LEFT FRONT FENDER & LEFT DOOR**. The repair process will begin upon receipt of a release for repairs from the VCO/VCNCO.
2. The estimate for repairs is: \$ **680.13**
3. Amount for accidents/abuse to date for FY 02: \$ **30,550.95**
4. A Report of Survey (ROS) is mandatory and will be processed in all loss, damage, or destruction cases if there is evidence of gross negligence, willful misconduct, deliberate unauthorized use, or if property records must be adjusted (AFMAN 23-220). The organization that has possession of the property will initiate the ROS and that unit commander, or in some cases appointing authority, will appoint an investigating officer who will determine the facts in the case. Contact your ROS Program Manager if you have any questions. Upon a written request, our customer service representatives will provide you with a Repair Cost and Repairable Value Statement (AF Form 20) indicating actual cost of repairs.
5. Please direct any questions to LGTMCA.
6. Thank you for your cooperation.

Signature block  
Vehicle Maintenance Manager

**Attachment 4**

**SAMPLE LETTER OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY**

Date

MEMORANDUM FOR 436 TRANS/LGTM

436 CPTS/FMF

FROM: (Owing/Responsible Organization)

SUBJECT: Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) assigned to our organization/used by our organization was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to vehicle maintenance for repairs.
2. I understand that all replacement parts and contract repair costs associated with these repairs will be reimbursed to 436th Transportation Squadron by transferring funds from our unit's Operation and Maintenance (O&M) account to the 436th Transportation Squadron O&M account (RC/CC: 234242, EEIC: 61960).

Signature Block

Unit Commander

## **Attachment 5**

### **SAFE DRIVING GUIDELINES**

**A5.1.** The goal of a vehicle accident prevention program is to reduce the number and severity of vehicle accidents. All units should ensure a viable vehicle accident prevention program is part of the unit's safety program. One way to accomplish this is by incorporating driver safety into your weekly safety briefings. There are six main areas that should be stressed:

**A5.2. Regular vehicle inspections (at least weekly, or more frequently as needed).**

- A5.2.1. Tires (check tire pressure and visually check for damage/abnormalities).
- A5.2.2. Lights (visually check for proper operation).
- A5.2.3. Leaks (visually check for fuel/brake/oil/coolant leaks).
- A5.2.4. Engine oil and coolant (visually check levels).
- A5.2.5. Battery (visually check fluid level, cleanliness, security of hold-down).
- A5.2.6. Drive belts (visually check for fraying or cracking).
- A5.2.7. Safety devices (functionally check operation of seat belts, headrests, and warning lights).
- A5.2.8. Instrument, horn and windshield wipers (functionally check for operation).
- A5.2.9. Brake and steering (functionally check responsiveness and effectiveness).
- A5.2.10. Note any unusual occurrences such as noise, odor, and erratic instruments/operation.

**A5.3. Safe driving cushion between vehicles.**

- A5.3.1. Use the 2-second rule during normal driving conditions and more during inclement weather.
- A5.3.2. Never over-drive the distance lit by your headlights.
- A5.3.3. Signal your intentions at least 100 feet ahead of intersections (not signaling your intentions well in advance causes other drivers to make last minute/panic decisions).
- A5.3.4. Exercise caution anytime that you are backing a vehicle, use spotters when you cannot see.
- A5.3.5. Use mirrors to monitor your surroundings (if you cannot see, use a spotter).
- A5.3.6. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment (larger vehicles need a larger area to maneuver).

**A5.4. Expecting the unexpected.**

- A5.4.1. Be constantly aware of surroundings and watch for other vehicles (you not only have to deal with decisions that you make, but the decisions of other drivers as well).
- A5.4.2. Be attentive to situations that may come up while driving (you are not the only driver on the road).
- A5.4.3. Always drive defensively and expect other drivers to do something unexpected.



A5.4.4. Be extra cautious when approaching major roadways, intersections, and areas where vehicles are entering and exiting the roadway (high traffic areas pose a greater risk to all drivers).

A5.4.5. Don't become complacent in familiar areas (most accidents happen within 50 miles of your home; knowing the area is not an excuse for not paying attention to your surroundings).

#### **A5.5. Weather and road conditions.**

A5.5.1. Changing weather conditions can degrade road conditions in a matter of seconds.

A5.5.2. Road surfaces can have damaged areas, be prepared for them.

A5.5.3. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or are under construction.

#### **A5.6. Rules of the road.**

A5.6.1. Pay attention to traffic signs and obey them (traffic signs give drivers information to prepare for situations on the road ahead).

A5.6.2. Follow posted speed limits (speed limits are set for a reason).

A5.6.3. Follow directional arrows in parking lots (arrows are used in parking lots to control the flow of traffic and to make things safer for everyone).

#### **A5.7. Use of seat belts.**

A5.7.1. Seat belt use is MANDATORY for all drivers and passengers.

**A5.8.** Following these tips will greatly reduce the likelihood of being involved in an accident. Also remember that fatigued drivers are more likely to be involved in an accident. Get the rest that you need. Driving tired has the same effect as driving under the influence of alcohol; your reaction times increase making it more difficult to cope with incidents on the road.